

# Retention and Classification Report

**Agency:** Department of Public Safety. Highway Safety Office (514)

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**Records Officer** Mark Panos

26293	Annual crash summaries
19246	Correspondence
24960	Federal grant project records
26511	Grants project files
24288	Law enforcement overtime reimbursement requests

**AGENCY:** Department of Public Safety. Highway Safety Office

**SERIES:** 26293

3

**TITLE:** Annual crash summaries

**DATES:** 1973-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

This series consists of annual crash summaries to identify trends and effects of traffic crashes in Utah. Reports since 1996 have been produced or researched by Utah CODES (Crash Outcome Data Evaluation System) at the Intermountain Injury Control Research Center, University of Utah School of Medicine.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 08/22/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Public Safety. Highway Safety Office

**SERIES:** 19246

3

**TITLE:** Correspondence

**DATES:** 1974-

**ARRANGEMENT:**

**DESCRIPTION:**

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements. Includes electronic mail that communicates the above.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

**AUTHORIZED:** 03/26/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

**AGENCY:** Department of Public Safety. Highway Safety Office

**SERIES:** 19246

**TITLE:** Correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Public Safety. Highway Safety Office

**SERIES:** 24960

3

**TITLE:** Federal grant project records

**DATES:** 1966-

**ARRANGEMENT:** Numerical by project number

**ANNUAL ACCUMULATION:** 2.50 cubic feet.

**DESCRIPTION:**

These records contain documents used by the Highway Safety Office program managers to track highway safety projects which are funded using federal grant money. This tracking is required in 49 CFR 18.42. Each file typically contains the original grant application form with approval signatures, an authorization letter to spend the grant funds, monthly reports and samples of project documents (pamphlets, photos, etc.) on project activity, monitoring and final project reports, fiscal summaries, and copies of expenditure reports and/or individual invoices.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 9.

**AUTHORIZED:** 03/10/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after project is closed and then destroy.

**AGENCY:** Department of Public Safety. Highway Safety Office

**SERIES:** 24960

**TITLE:** Federal grant project records

(continued)

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Department of Public Safety. Highway Safety Office

**SERIES:** 26511

3

**TITLE:** Grants project files

**DATES:** 2003-

**ARRANGEMENT:** Chronological, thereunder numerical by project number.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Contains documents pertaining to federal grants that are administered by agencies other than the National Highway Traffic Safety Administration and/or have effective dates different than the normal federal fiscal year. Project files contain the grant application with approval signature, correspondence, project activity and monitoring reports, fiscal summaries and expenditures. Predominately Office of Juvenile Justice grants.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 9.

**AUTHORIZED:** 03/20/2007

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after grant year has expired and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**AGENCY:** Department of Public Safety. Highway Safety Office

**SERIES:** 26511

**TITLE:** Grants project files

(continued)

**APPRAISAL:**

Administrative Fiscal

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Department of Public Safety. Highway Safety Office

**SERIES:** 24288

3

**TITLE:** Law enforcement overtime reimbursement requests

**DATES:** ca. 2000-

**ARRANGEMENT:** Alphabetical by name of agency

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These records document requests received by the agency for reimbursements to various law enforcement agencies throughout the state for Driving under the influence (DUI) overtime hours worked by officers. The funding for this program comes from a self-funded state grant and these reimbursement requests are maintained to assist in documenting the expenditure of grant monies. Information on the overtime sheets include name of requesting agency, name of officer, dates and hours worked, total of overtime hours worked, officer's hourly wage and amount requested. Also includes statistical summaries by agency, including dates, hours worked, number of impounds and number of citations issued.

**RETENTION:**

Retain 3 years after expiration of grant

**DISPOSITION:**

Destroy provided no litigation or audit is pending.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 9.

**AUTHORIZED:** 07/16/2002

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after expiration of grant and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided grant has expired and no litigation or audit is pending.

**AGENCY:** Department of Public Safety. Highway Safety Office

**SERIES:** 24288

**TITLE:** Law enforcement overtime reimbursement requests

(continued)

**APPRAISAL:**

Administrative Fiscal Legal

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. Statistical information only